

# LEOMINSTER TOWN COUNCIL

## COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Tuesday 13<sup>th</sup> July 2021 commencing at 11:30am in the Council Chamber, 11 Corn Square, Leominster, HR6 8YP.

---

**MEMBERS PRESENT:** Councillors Murdoch (Chair), Smith-Winnard (Vice-Chair), Marsh, Rumsey, Sutcliffe and Thomas.

**OFFICERS PRESENT:** Town Clerk, Democratic Services Officer, Environment & Grounds Supervisor, Market Officer, TIC Manager.

**ALSO PRESENT:** One member of the public.

### **CE11/21 ELECTION OF CHAIR**

Nominations were invited for the position of Chair of the Committee.

Cllr Murdoch was proposed by Cllr Smith-Winnard and seconded by Cllr Rumsey. There being no other nominations, Cllr Murdoch was formally elected Chair of the Communication & Events Committee.

### **CE12/21 ELECTION OF VICE CHAIR**

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr Smith-Winnard was proposed by Cllr Rumsey and seconded by Cllr Sutcliffe. There being no other nominations, Cllr Smith-Winnard was formally elected Vice-Chair of the Communication & Events Committee.

### **CE13/21 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **CE14/21 DECLARATIONS OF INTEREST**

Cllr Smith-Winnard – Leominster in Bloom  
Cllr Sutcliffe – Trustee of Grange Court

### **CE15/21 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

### **CE16/21 QUESTIONS FROM THE PUBLIC**

One member of the public was present. The following matter was raised:

- **Party in the Park** – it is planned to hold this event on 6<sup>th</sup> August 2022 together with a Charity family day on 7<sup>th</sup> August 2022. The organiser requested hire of the Grange for the 2 days and PROW closure for footpath ZC139.  
Cllr Sutcliffe advised that Grange Court had received complaints from neighbours regarding the noise levels at the previous Party in the Park event and that they had received no notification of the

event. The organiser advised that leaflets publicising the event had been delivered to all neighbouring properties.

Cllr Marsh advised that a charge would need to be levied for the hire of the Grange and requested that the entrance charge on the charity day was low.

**CE17/21 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on Tuesday 18<sup>th</sup> May 2021 be agreed and signed as a correct record.

**CE18/21 CLERK'S REPORT**

The Clerk had nothing to report.

**CE19/21 MARKET OFFICER'S REPORT**

The Market Officer presented a report updating Committee on the Leominster markets. Following discussion, it was **RESOLVED**:

- To note the report;
- To note that the NHS will be distributing COVID 19 test kits in Corn Square during the week.

Cllr Sutcliffe reported that the Farmers Market had lost one stallholder following the issue of a parking ticket. The stallholder had been issued with a ticket after stopping on the pavement which was necessary due to another vehicle blocking the road. The stallholder appealed the issue of the ticket but lost the appeal. The clerk requested that the stallholder contact her regarding the issue if they want to take the matter further.

**CE20/21 TOURIST INFORMATION CENTRE**

The Centre report was presented by the TIC Manager, Mrs Gill Ding. Following discussion, it was **RESOLVED**:

- To note the report;
- To note the suggestion that the curtains in the bedrooms of the Servants Quarters are lined to help block out the light during the Summer;
- To note that 50% of the funds have been raised towards the cost of the defibrillator to be installed in the Bargates phone box. A further fundraiser is being held in the Secret Garden on Saturday 17<sup>th</sup> July 2021. Leominster in Bloom is also in consultation with the railway station regarding the possibility of renovating the phone box situated there;
- To note that the judging of Leominster in Bloom will be based on a portfolio that needs to be completed by the end of July 2021.

**CE21/21 COMMUNICATIONS & EVENTS UPDATE REPORT**

Committee considered the update report from the Town Clerk and, following discussion, **RESOLVED**:

- To note the report;

## MINUTES

- To note that the centre poles in Corn Square will be removed on the 25<sup>th</sup> July 2021 in preparation for the May Fair. Balfour Beatty will be reducing the poles by 1 metre. The planters will be moved to the garden at Lloyds Bank on 22<sup>nd</sup> July 2021. Access will be granted to allow the Council to water the plants. The clerk is checking that the bunting in the town will not interfere with the fairground rides;
- To contact Herefordshire Council regarding the reimbursement of the cost of the time spent on the HSHAZ project by the Project & Grants Officer;
- To note that the Cultural Consortium has received an official funding offer of £85000 from Historic England to run a Cultural Programme to accompany the Leominster HSHAZ Scheme (2021-2023). A further bid for £35000 is to be submitted to the Arts Council/ other funders;
- To consider setting a rental price for use of the Secret Garden to include toilet and kitchen access and cover cleaning after use. It was suggested that the rental charges should be set at a level where costs can be recovered over a 5-year period and that the charges are reviewed annually. Committee members to contact the clerk with suggestions for the pricing structure;
- To review the parking arrangements in the Secret Garden. The clerk will investigate solutions to the current parking problems and associated costs and report back to the Committee. Committee members to email the clerk if they have any suggestions;
- To note that the Leominster Festival proved to be a success. Representatives from the Cultural Consortium and Heritage England attended the Leominster Big Green Family Fun Day to engage with the community. The event was attended by over 700 people. There were 139 people at the Big Quiz event. A civic service was held to commemorate the 50<sup>th</sup> anniversary of Westfield School. Two concerts by the Birmingham Philharmonic Orchestra were held at the Priory;
- To support the plans for the Party in the Park event to take place in August 2022. The clerk will check the cost to use the Grange, obtain a quote for the closure of the footpath and contact the Cultural Consortium to find out if any financial support is available;
- To support the plans for the Medieval Pageant to take place in September 2022. The clerk will forward details of the Cultural Consortium to the organisers to find out if any financial support is available and will obtain a quote for footpath closures;
- To purchase an accessible website for the Tourist Information Centre;
- To note the recommendations for the siting of new noticeboards. The noticeboards will be reviewed weekly to ensure they are up to date. Cllr Sutcliffe suggested that the existing Grange Walk noticeboard is refurbished instead of being resited.

Committee noted the following report, presented by the clerk, from the Projects & Grants Officer:

### HSHAZ

- Additional staffing resource to support delivery of the HSHAZ Scheme during the absence of the HSHAZ Project Officer has now been put in place by Herefordshire Council and Historic England.
- Governance and finance structures within Herefordshire Council continue to cause delays, which we have raised with the relevant officers and the Chief Executive.
- The building grant scheme is now up and running and is a current priority for the HSHAZ Programme. Full details are provided online on the Herefordshire Council website.
- A supplier has been selected for the Web App and a contract will be issued as soon as the relevant Herefordshire Council governance is in place.
- Consultation for the public realm projects has been delayed due to Herefordshire Council governance requirements, but should begin in Autumn/Winter 2021.
- A community consultation stand was held at the Leominster Festival Family Fun Day. HSHAZ are currently looking for engagement from:
  - Business owners and landlords who would be interested in applying for the building grants programme
  - Volunteers who would be interested in helping with the following:
    - o Listing enhancement project (those with an interest in learning how to contribute to building listings and owners of listed buildings who would be happy to let HSHAZ representatives visit their properties)
    - o Producing content for the HSHAZ Web App (blog posts, helping to develop historical trails, photographs)
  - Local businesses who would be interested in attending stakeholder meetings to advise on the design and function of the HSHAZ Web App.

### Cultural Consortium

- The funding agreement has been reviewed by the Task & Finish group and will be signed once Historic England have confirmed responses to a couple of outstanding queries. We will then receive an advance grant payment of ¼ of the total funding grant.
- Recruitment for the Programme Officer is underway, with interviews taking place on Wednesday 14<sup>th</sup> July. Earl Mortimer College students are assisting with the interview process.
- Consultation started at the Leominster Festival and the Consortium will be ramping up promotion/engagement once the Programme Officer is in post. An online consultation survey is now live and can be accessed via [Leominster ROARS Survey Monkey](#). The survey is one of several consultation strands and will be followed up with focus groups in September, looking at points of interest that emerge from the survey findings. The closing date for the survey is 31st August and all respondents that provide their contact details will be entered into a draw to win a £50 local

shopping voucher. There is potential for the consultation period to end with a stand/display at the Apple Fair in mid-October, allowing the Consortium time to consolidate results and produce briefs for artists ready for commissioning in January 2022.

**CE22/21 DATE OF NEXT MEETING**

Committee noted that the next Communication and Events meeting would be held on Tuesday 14<sup>th</sup> September 2021 at 11:30am in the Council Chamber, 11 Corn Square, Leominster, HR6 8YP.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 13.10 hours.

**CHAIR:**

**DATE:**